



## About the Local Wellness Policy Activity and Assessment Tool

LEAs are required to have a written local wellness policy (LWP), and at least once every three years, they must assess the implementation of what is written in the policy. Some written components can be easily assessed by asking the question, “Did we do this?” while others are more difficult to measure. ADE recommends using this tool to document the exact actions you expect to be completed and determine if your LEA is doing what is written in the policy. The District Wellness Committee can use this list of actions to select from when writing goals and policies in the LWP. Note, you should select at least one action from each section; selecting all actions is not required. Some actions are pre-checked because they are requirements of operating the National School Lunch Program. ADE recommends writing each of the selected actions into your LWP. This tool is designed to be an action plan that guides your implementation and assessment of your LWP.

### I. WELLNESS GOALS

The LWP must include goals in the areas of Nutrition Promotion, Nutrition Education, Physical Activity, and Other Activities to Promote Student Wellness. For each section, choose the activities you’ll implement and determine how many schools will work toward implementing the activities. Then, use the activities selected to write a goal in each area on the *LWP Template*. When monitoring implementation of the LWP at each school, record the number of schools that successfully completed the action(s) selected.

<b>GOAL: NUTRITION PROMOTION</b> <i>Nutrition Promotion includes activities and participation in programs that promote and reinforce health and emphasize the school’s commitment to a healthy school nutrition environment.</i>	Year 1		Year 2		Year 3	
	# schools working on this action	# schools successfully completing this action	# schools working on this action	# schools successfully completing this action	# schools working on this action	# schools successfully completing this action
<input checked="" type="checkbox"/> District encourages participation in meal programs as appropriate (School Breakfast, National School Lunch, Afterschool Care Snack, Fresh Fruit and Vegetable Program etc.).		3		2		2
<input checked="" type="checkbox"/> School meal program menus are posted on the district website.		3		2		2
<input checked="" type="checkbox"/> Local and/or regional products are incorporated into the school meal program.		3		2		2
<input checked="" type="checkbox"/> Local/Regional Products will be highlighted in promotions or special events		3	1	1	2	

<b>GOAL: NUTRITION EDUCATION</b> <i>Nutrition education teaches behavior-focused skills and may be offered as part of a comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to safeguard their health and make positive choices regarding food and nutrition, or nutrition education can be offered as sequential individual lessons throughout the school year.</i>	Year 1		Year 2		Year 3	
	# schools working on this action	# schools successfully completing this action	# schools working on this action	# schools successfully completing this action	# schools working on this action	# schools successfully completing this action
<input checked="" type="checkbox"/> Nutrition education will be integrated into health education and core curriculum	3		2		2	
<input checked="" type="checkbox"/> Nutrition education links will be made available on our District’s website.		3		2		2
<input checked="" type="checkbox"/> Staff will teach, model, encourage and support healthy eating by all students	3		2		2	
<input checked="" type="checkbox"/> Nutrition education will be provided during annual promotions such as Farmer’s Markets and Cooking Classes.	1	2	1	1	2	

<b>GOAL: PHYSICAL ACTIVITY</b> <i>Physical activity is defined by the Centers for Disease Control and Prevention (CDC) as any bodily movement produced by skeletal muscles that result in energy expenditure. Regular physical activity in childhood and adolescence improves strength and endurance, helps build healthy bones and muscles, helps control weight, reduces anxiety and stress, increases self-esteem and may improve blood pressure and cholesterol levels. Incorporating regular physical activity in your school(s) is an important contributor to student wellness.</i>	Year 1		Year 2		Year 3	
	# schools working on this action	# schools successfully completing this action	# schools working on this action	# schools successfully completing this action	# schools working on this action	# schools successfully completing this action
<b>Physical Activity</b>						
<input checked="" type="checkbox"/> Physical Education is recommended for 30 minutes at a minimum of once a week in grades K-8.	3			2		2
<input checked="" type="checkbox"/> Schools will ensure that students are moderately to vigorously active at least fifty (50%) of the time while participating in physical education classes.	3			2		2
<input checked="" type="checkbox"/> Physical activity during the day (including but not limited to recess, classroom physical activity breaks, or physical education) is not used as punishment for any reason.	3			2		2
<input checked="" type="checkbox"/> The District will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.	3			2		2
<input checked="" type="checkbox"/> Recess will be offered outdoors when weather is feasible.	3			2		2
<input checked="" type="checkbox"/> Students have opportunities to participate in physical activity after school.	3		2		2	

GOAL: OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS	Year 1		Year 2		Year 3	
	# schools working on this action	# schools successfully completing this action	# schools working on this action	# schools successfully completing this action	# schools working on this action	# schools successfully completing this action
<i>School Sponsored Events</i>						
<input checked="" type="checkbox"/> Invite families to participate in school-sponsored activities and receive information about health promotion efforts.		3	1	1	2	
<i>Staff Wellness and Health Promotion</i>						
<input checked="" type="checkbox"/> Provide staff wellness material to promote modeling healthy eating and physical activity behaviors.	3		2		2	
<input checked="" type="checkbox"/> Wellness Awareness Materials						
<input checked="" type="checkbox"/> Staff Wellness Challenges						

## II. DISTRICT POLICIES

In each of the following sections, select and/or describe the policies that will apply to all schools in the district. Some of the policies are required and thus, already selected. Then, write the selected policies in the *LWP Template*. When you monitor implementation, you will report on how many schools comply with the district policies, or if the district as a whole is in compliance with the policy.

<b>DISTRICT POLICY: SCHOOL MEALS STANDARDS</b> <i>At a minimum, the school meal standards should meet the New Meal Pattern requirements. LEAs can establish additional standards important to the district. This section should also include standards for the meal service area, menu composition (use of local produce) and guidelines for water availability during meals.</i>	Year 1	Year 2	Year 3
	% of schools in compliance	% of schools in compliance	% of schools in compliance
<b>National School Lunch Program</b>			
<input checked="" type="checkbox"/> All schools in the district participate in the National School Lunch Program.	3	2	2
<input checked="" type="checkbox"/> Lunch meals served meet the new meal pattern requirements including minimum requirements for fruits, vegetables (and subgroups), whole-grain rich foods, meat/meat alternates and 2 varieties of milk.	3	2	2
<input checked="" type="checkbox"/> Carbonated Drinks: For all grade levels including K-8 and 9-12. All beverages containing carbonation must be plain water or 100% fruit and vegetable juices of full strength juice diluted with water. No added sweeteners.	3	2	2
<b>School Breakfast Program</b>			
<input checked="" type="checkbox"/> All schools in the district participate in the School Breakfast Program.	3	2	2
<input checked="" type="checkbox"/> Breakfast meals served meet the new meal pattern requirements including minimum requirements for fruits/vegetables, whole-grain rich foods, and 2 varieties of milk.	3	2	2
<input checked="" type="checkbox"/> The district encourages schools to provide breakfast in the classroom or via mobile grab and go carts.	0	0	2
<b>School Meal Standards meet the following additional guidelines established by the district:</b>			
<input checked="" type="checkbox"/> Meals are appealing and attractive to students.	3	2	2
<input checked="" type="checkbox"/> Meals are served in clean and pleasant settings.	3	2	2
<input checked="" type="checkbox"/> Local and/or regional products are incorporated into the school meal programs.	3	2	2
<input checked="" type="checkbox"/> Students are prohibited from having access to vending machines which sell beverages that do not meet the established nutrition requirements. :	2	2	2
<b>Water</b>			
<input checked="" type="checkbox"/> Free, potable water is available to all students during the meal period.	3	2	2

<b>DISTRICT POLICY: COMPETITIVE FOOD AND BEVERAGES (FOOD SOLD TO STUDENTS)</b>	Year 1	Year 2	Year 3
<i>Competitive foods and beverages are those foods that are sold outside of and in competition with the federally reimbursable meal programs. At a minimum, LEAs must ensure all foods and beverages sold on campus, during the school day defined as midnight to thirty minutes after the end of the school, will meet the USDA Smart Snack guidelines for grades K-12. LEAs can establish additional standards.</i>	% of schools in compliance	% of schools in compliance	% of schools in compliance
<input checked="" type="checkbox"/> Foods and beverages sold outside the school meal programs will meet the <a href="#">USDA Smart Snacks in School</a> nutrition standards on the school campus during the school day (midnight to thirty minutes after the end of the school day). This applies to foods sold:	3	2	2
<input checked="" type="checkbox"/> A la Carte	3	2	2
<input checked="" type="checkbox"/> In student stores			
<i>Foods and beverages sold outside of the school meal programs meet the following additional guidelines established by the district:</i>			
<input checked="" type="checkbox"/> All foods and beverages sold outside the school meal programs will meet the <a href="#">USDA Smart Snacks in School</a> nutrition standards on the school campus (midnight to midnight).	3	2	2

<b>DISTRICT POLICY: CELEBRATIONS AND REWARDS (FOOD SERVED TO STUDENTS)</b>	Year 1	Year 2	Year 3
<i>Arizona Law (ARS 15-242) referred to as Arizona Nutrition Standards states that all food and beverages supplied at school sponsored events to students in grades K-8 must meet the USDA's Smart Snacks in Schools guidelines. The USDA's Smart Snacks in Schools and Arizona Nutrition Standards guidelines do not apply to foods brought to school in bagged lunches or for activities such as birthday parties, holidays, or other celebrations.</i>	% of schools in compliance	% of schools in compliance	% of schools in compliance
<i>School Sponsored Events</i>			
<input checked="" type="checkbox"/> Foods served to students in grades K-8 meet (or exceed) the USDA Smart Snacks in School nutrition standards, per the <a href="#">Arizona Nutrition Standards (ARS 15-242)</a> .	3	2	2
<input checked="" type="checkbox"/> Foods served to students in grades 9-12 meet (or exceed) the USDA Smart Snacks in School nutrition standards, per the <a href="#">Arizona Nutrition Standards (ARS 15-242)</a> .	1	1	1
<i>Classroom Celebrations/Rewards</i>			
<input checked="" type="checkbox"/> Food and beverage is not used as a reward.	3	2	2
<i>The district has established additional guidelines for all foods and beverages served to students:</i>			
<input checked="" type="checkbox"/> All beverages containing carbonation must be plain water or 100% fruit and vegetable juices or full strength juice diluted with water. No added sweeteners	2	2	2

<b>DISTRICT POLICY: FUNDRAISING</b>	Year 1	Year 2	Year 3
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<i>In Arizona, all fundraisers are exempted from the Smart Snacks guidelines when an exemption request form is submitted, per HNS 04-2015. However, regulations state that no exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service. Additionally, LEAs have the authority to implement more restrictive fundraising food standards.</i>	<b>% of schools in compliance</b>	<b>% of schools in compliance</b>	<b>% of schools in compliance</b>
<b>The district has adopted the following fundraising policy:</b>			
<input checked="" type="checkbox"/> The district does not allow exempt fundraisers. All food sold on campus during the school day as part of a fundraiser must meet Smart Snacks guidelines.	<b>0</b>	<b>2</b>	<b>2</b>

<b>DISTRICT POLICY: FOOD AND BEVERAGE MARKETING</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<i>LEAs that allow marketing of food and beverages to students must include plans and policies that allow the marketing of only those foods and beverages that may be sold on the school campus during the school day (i.e. that meet the USDA's Smart Snacks in Schools) LEAs have the discretion to enact broader policies that address marketing that occurs at events outside of school hours.</i>	<b>% of schools in compliance</b>	<b>% of schools in compliance</b>	<b>% of schools in compliance</b>
<input checked="" type="checkbox"/> All foods and beverages advertised on the school campus during the school day meet or exceed the USDA Smart Snacks in School nutrition guidelines. These guidelines apply to (Check all that apply)	<b>3</b>	<b>2</b>	<b>2</b>
<input checked="" type="checkbox"/> Vending machine exteriors	<b>3</b>	<b>2</b>	<b>2</b>
<input checked="" type="checkbox"/> School equipment such as marquees, message boards, scoreboards, busses etc.	<b>3</b>	<b>2</b>	<b>2</b>
<input checked="" type="checkbox"/> Cups used for beverage dispensing, menu boards, coolers, trash cans, and other food service equipment	<b>3</b>	<b>2</b>	<b>2</b>
<input checked="" type="checkbox"/> Posters, book covers, school supplies displays etc.	<b>3</b>	<b>2</b>	<b>2</b>
<input checked="" type="checkbox"/> Advertisements in school publications or mailings	<b>3</b>	<b>2</b>	<b>2</b>
<input checked="" type="checkbox"/> Free product samples, taste tests, or coupons of a product or free samples displaying advertising of a product	<b>3</b>	<b>2</b>	<b>2</b>
<b><i>The district has established additional guidelines for all foods and beverages marketed to students:</i></b>			
<input checked="" type="checkbox"/> As the district, school nutrition services, athletic director, PTO/PTA reviews existing contracts and considers new contracts, equipment and purchasing, decisions reflect applicable marketing guidelines established by the LWP.	<b>2</b>	<b>2</b>	<b>2</b>

### III. DISTRICT WELLNESS COMMITTEE

*The District is required to convene a representative district wellness committee that meets to establish goals and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy.*

COMMITTEE ROLE AND MEMBERSHIP <i>The district must notify the public of their ability to participate in the LWP process. LEAs should establish details of how the LWP will be convened and how it will operate.</i>	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
<input checked="" type="checkbox"/> District convenes a representative district wellness committee (DWC).	X		X		X	
<input checked="" type="checkbox"/> District Wellness Committee meets 4+ times per year.	X			X	X	
<input checked="" type="checkbox"/> The public is notified of their ability to participate in the district wellness committee.	X		X		x	
The public is notified of their ability to participate in the district wellness committee using the following methods:						
<input checked="" type="checkbox"/> Notices on district website		x		x	x	
<input checked="" type="checkbox"/> Newsletters			x		x	
<input checked="" type="checkbox"/> Presentations to parents	x			x		x
<input checked="" type="checkbox"/> DWC <i>actively recruits</i> representation from:						
<input checked="" type="checkbox"/> All school levels (elementary, middle, high)	X		X		x	
<input checked="" type="checkbox"/> Parents/Caregivers	X		X		x	
<input checked="" type="checkbox"/> Students	X		X		x	
<input checked="" type="checkbox"/> Representative from School Nutrition Programs	X		X		x	
<input checked="" type="checkbox"/> Physical education teacher	X		X		x	
<input checked="" type="checkbox"/> Health education teacher	X		X		x	
<input checked="" type="checkbox"/> School health professionals (nurses)	X		X		x	
<input type="checkbox"/> Mental health and social services staff (counselors, psychologists, social workers)						
<input checked="" type="checkbox"/> Administrators	X		X		x	
<input checked="" type="checkbox"/> School board members	X		X		x	
<input type="checkbox"/> Health professionals (dietitians, doctors, nurses)						
<input type="checkbox"/> The general public						

<input checked="" type="checkbox"/> DWC <i>has</i> representation from:						
<input checked="" type="checkbox"/> All school levels (elementary, middle, high)						
<input checked="" type="checkbox"/> Parents/Caregivers						
<input checked="" type="checkbox"/> Students	x		x			x
<input checked="" type="checkbox"/> Representative from School Nutrition Programs	x		x		X	
<input checked="" type="checkbox"/> Physical education teacher	x		x		x	
<input checked="" type="checkbox"/> Health education teacher	x		x		x	
<input checked="" type="checkbox"/> School health professionals (nurses)		x		x		x
<input type="checkbox"/> Mental health and social services staff (counselors, psychologists, social workers)		x		x		x
<input type="checkbox"/> Administrators	x		x		x	
<input type="checkbox"/> School board members	x		x		x	
<input type="checkbox"/> DWC includes representation from community partners (when feasible)						
<input type="checkbox"/> SNAP-Ed coordinator						
<input type="checkbox"/> Other:						
<input type="checkbox"/> Each school within the district has an on-going school wellness committee (School Health Advisory Committee- SHAC) to review school-level, health related issues in coordination with the DWC.		x		x		x

<b>LEADERSHIP</b> <i>The district must designate one or more LEA and/or school official(s) who have the authority and responsibility to ensure each school complies with the local wellness policy. This may or may not be the same person responsible for bringing the wellness committee together and planning the meetings.</i>	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
<input checked="" type="checkbox"/> There is a person designated to convene the DWC and facilitate development of and updates to the wellness policy. <input checked="" type="checkbox"/> Designee is Stacy Saravo	x		x		x	
<input checked="" type="checkbox"/> There is a district-level official designated to <i>ensure all schools' compliance</i> with the policy. <input checked="" type="checkbox"/> Designee is Stacy Saravo	x		x		x	
<input type="checkbox"/> Each school has designated a wellness policy coordinator who will ensure compliance with the policy at the school level. <input type="checkbox"/> Position/Title of the designees is _____						

#### IV. IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND NOTIFICATION

Convening a district wellness committee and writing the policy is the first step in the LWP process. However, districts are also responsible for implementing, monitoring, and notifying the public about the LWP. Annual reviews and updates to the policy are recommended, while a thorough assessment of compliance is required every three years.



<b>IMPLEMENTATION PLAN</b> <i>Once the wellness policy is written, the district will need to communicate to the goals and policies to all schools. Schools will then implement the policies and begin working toward the goals as appropriate. The implementation of the policies should be consistent across all schools, but the actions that work toward meeting the goals may vary from school to school.</i>	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
<input checked="" type="checkbox"/> Schools conducted a school-level assessment prior to developing an implementation plan. The assessment used was: <input type="checkbox"/> The Alliance for a Healthier Generation Healthy Schools Program; <input type="checkbox"/> The School Health Index <input type="checkbox"/> Action for Healthy Kids Game On program <input type="checkbox"/> Other program: _____	x		x		x	
<input type="checkbox"/> The district has a plan for implementation to manage and coordinate the execution of this wellness policy at each school.						
<input type="checkbox"/> The plan includes roles, responsibilities, actions and timelines specific to each school and includes information about who will be responsible to make changes.						

<b>TRIENNIAL PROGRESS ASSESSMENTS</b> <i>At least once every three years, the District must assess compliance with their wellness policy and assess progress toward meeting the goals of the wellness policy.</i>	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
<input checked="" type="checkbox"/> At least once every three years, the district evaluates compliance with the wellness policy.		x		x	x	
The evaluation includes:						
<input checked="" type="checkbox"/> The extent to which schools under the jurisdiction of the district are in compliance with the wellness policy.	x		x		x	
<input checked="" type="checkbox"/> The extent to which the district's policy compares to the a model policy	x		x		x	
<input checked="" type="checkbox"/> A description of the progress made in attaining the goals of the district's wellness policy.	x		x		x	
<input checked="" type="checkbox"/> The district designated a person responsible for managing the triennial assessment: This designee is: Stacy Saravo	x		x		x	

<b>REVISIONS AND UPDATING THE POLICY</b> <i>LEAs are required to update or modify the wellness policy as appropriate.</i>	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
<input checked="" type="checkbox"/> Policy is updated when appropriate, including when:	x		x		x	
<input type="checkbox"/> District priorities change						

<input type="checkbox"/> Community needs change						
<input type="checkbox"/> Wellness goals are met						
<input type="checkbox"/> New health science information emerges						
<input type="checkbox"/> New state or federal guidance/standards are issues						
<input type="checkbox"/> The DWC conducts an annual School Health Index at each school.						
<input type="checkbox"/> Updates to the policy are made based on the results of the School Health Index.						

NOTIFICATION OF WELLNESS POLICY, POLICY UPDATES AND TRIENNIAL ASSESSMENT <i>LEAs must make available to the public (1) at all times the wellness policy (2) on an annual basis, at minimum, any updates to and about the wellness policy, and (3) the Triennial Assessment which includes progress toward meeting their wellness goals and compliance with the written policy over a three year period.</i>	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
<b>Availability of the LWP</b>						
<input checked="" type="checkbox"/> The public has access to the LWP at all times.	X		X		x	
<input checked="" type="checkbox"/> The wellness policy is posted online. The URL is: <a href="http://www.sedonak12.org/Downloads/Wellness%20Policy.pdf">http://www.sedonak12.org/Downloads/Wellness%20Policy.pdf</a>	X		X		X	
<b>Notification/Availability of Revisions and Updates to the LWP</b>						
<input checked="" type="checkbox"/> District informs families and the public each year of basic information about the policy, including its content, updates, and implementation status. Best practice is to include last revision date on LWP.						
<input checked="" type="checkbox"/> District informs families and the public each year of basic information about the policy, including its content, updates, and implementation status by:	X		X		x	
<input type="checkbox"/> Email						
<input checked="" type="checkbox"/> Notices on district website	X		X		X	
<input type="checkbox"/> Newsletters						
<input type="checkbox"/> Presentations to parents						
<input type="checkbox"/> Sending information home						
<input type="checkbox"/> Other						
<input type="checkbox"/> Communications include culturally and linguistically appropriate language.						
<b>Availability of the Triennial Assessment</b>						
<input checked="" type="checkbox"/> The district actively notifies households of the availability of the triennial progress report.		X		X	X	
<input checked="" type="checkbox"/> The triennial assessments are available to the public. The URL is: <a href="http://www.sedonak12.org/WellnessPage.aspx">http://www.sedonak12.org/WellnessPage.aspx</a>		X		x	x	

<b>RECORDKEEPING</b> <i>The district retains the following documents to demonstrate compliance with the wellness policy.</i>	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
Documentation kept on file includes:						
<input checked="" type="checkbox"/> Written wellness policy	X		X		x	
<input checked="" type="checkbox"/> Documentation demonstrating it has been made available to the public	X		X		x	
<input checked="" type="checkbox"/> Documentation of efforts to review and update the policy, including indication of who is involved in the update and the methods the district uses to make stakeholders aware of their ability to participate	X		X		x	
<input checked="" type="checkbox"/> Documentation to demonstrate compliance with the annual public notification requirements	X		X		x	
<input checked="" type="checkbox"/> The most recent assessment on implementation of the school wellness policy	X		X		x	
<input checked="" type="checkbox"/> Documentation demonstrating the most recent assessment on the implementation of the policy has been made available to the public.		X		X	x	